



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

LANCE WIORSMA

Name of Individual Certifying this Document/Proposed Document

ADMINISTRATOR, DIVISION OF COMMUNITY CORRECTIONS

Title

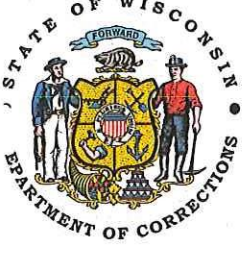
[Handwritten Signature]

Signature

6/25/19

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (6/2019)

 <p style="text-align: center;">WISCONSIN DEPARTMENT OF CORRECTIONS Division of Community Corrections DOC-1356 (Rev.) Administrative Directive # 14-06 Replaces #05-14</p>	EFFECTIVE DATE November 17, 2014	PAGE NUMBER 1 of 3	
	MANUAL REFERENCE <input type="checkbox"/> New <input checked="" type="checkbox"/> Revision	ORIGINATED BY ADMINISTRATOR'S OFFICE Denise Symdon <i>Denise Symdon</i>	
	DISSEMINATION <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Supervisory Staff Only		PRIORITY <input checked="" type="checkbox"/> Policy/Directive <input type="checkbox"/> Information Discuss at Staff Meeting Read/Route/Post
SUBJECT: OFFENDER ADDRESSES			

Reference: DCC Business Process for COMPAS and Unified Case Plan
Unified Corrections Coalition (UCC) Communication DCC 13-05
Wisconsin Administrative Code, Chapter DOC 328
Wisconsin Statute s.301.45
H.R.4472 - 109th Congress (2005-2006) - Adam Walsh Child
Protection and Safety Act of 2006

Policy Statement:

The Department of Corrections database, COMPAS, will include a primary address and will maintain historical addresses for every offender who is on active supervision in the community.

In addition, COMPAS will include offender employer, employer address, education and education addresses and will maintain employment and education historical data for every offender who is on active supervision in the community.

Definitions and Acronyms:

Active Supervision – A person currently on probation, parole, supervised release or extended supervision with the Wisconsin Department of Corrections and currently living in Wisconsin.

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions, a tool that uses evidence based practices to assess offender risk to reoffend. It is used to manage an offender/inmate's case to reduce recidivism and improve reentry success as well as to collect offender demographic data.

DCC – Division of Community Corrections

DOC – Department of Corrections

Homeless – An offender in the community without permanent housing who may live on the streets; stay in a shelter, mission, single room occupancy facilities, abandoned building or vehicle; or in any other unstable or non-permanent situation. Refer to the "DCC Offender Address Standards and Guidelines" document for entering a homeless address into COMPAS.

Mailing Address – The address reported by the offender for which he or she receives correspondence through the US Postal Service, UPS, FedEx, DHL, or other shipping service provider

Primary Address – The physical address of the offender's residence

Residence – Each dwelling or location where an offender habitually lives, resides, sleeps regardless of whether the offender declares or characterizes such place as his or her residence. Residence may include shelter, group home, treatment center, county jail, and federal or other state's prisons.

Sex Offender Registrant – A person required to register as noted in WI ss. 301.45(1g).

SOR – Sex Offender Registry

SORT – Sex Offender Registry Tool, a database used for Sex Offender Registration.

Background:

Offenders' residence, employment and education addresses are collected and used by the Department of Corrections in carrying out its responsibility for offender supervision. The addresses are disclosed to law enforcement, victims, and on request to other external stakeholders.

Important uses of the Department of Corrections databases, COMPAS and SORT, address information include, but are not limited to, the following:

- locating offenders for routine offender supervision or criminal investigative purposes
- sending correspondence to the offender
- providing address information for SOR requirements
- publication of exact offender addresses on the Wisconsin DOC Sex Offender Registry Websites available to law enforcement, victims and the general public
- reporting offender addresses to the Government Accountability Board (GAB) on a routine basis for use in enforcing election laws
- analysis for purpose of supporting legislation, state budget development, Department operations, community notification, cooperation with local and national law enforcement, and public policy development

Procedure:

As of April 28, 2014, the Department of Corrections system to be used for maintaining address information, including primary residence, mailing, employer and education addresses, for non-registrant offenders who are active on community supervision is COMPAS and the Department of Corrections system to be used for maintaining address information for offenders who are required to register with the Sex Offender Registry is SORT. Offenders who are on active supervision in the community and are Registered Sex Offenders will also have their address information entered into COMPAS.

Field staff must enter addresses that are:

- Current - at any time, the address where the offender is residing, employed (if applicable), and/or enrolled in education (if applicable)
- Valid - an address per US Postal Service (USPS) standards

Address information is entered into COMPAS at any time the offender provides address or address updates. At minimum, addresses are obtained at intake via the DOC-003 Face Sheet and

updated address information is obtained monthly at minimum via the DOC-008 Offender Report. In general, this information is entered at intake from the DOC-003, or upon receipt of updated information.

Address information for current offenders can be entered at the case manager's discretion. Refer to the Unified Corrections Coalition (UCC) Communication DCC 13-05 located on myDOC Directories/workgroups/Unified Corrections Coalition/Communications/UCC Communication Library/2013 and the DCC Business Process for COMPAS and Unified Case Plan.

Detailed standards and guidelines for how to enter and maintain addresses that are current and valid is published and maintained on myDOC titled "[DCC Offender Address Standards and Guidelines](#)".